



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	2	Certification Procedures	
Section	7	Public access to Office of Licensing records (N.J.A.C. 10:121A-2.7)	

§10:121A-2.7 Public access to Office of Licensing records

(a) The Office of Licensing shall make its adoption agency certification files available for examination during regular business hours by any person and shall supervise any person examining its files on the adoption agency.

(b) The Office of Licensing shall make the following items in the files open to public review:

1. Applications for certificates and related materials documentation;
2. Copies of certificates;
3. Correspondence between the Office of Licensing and the agency or other parties in matters pertaining to the Office's review, inspection or certification of the agency;
4. Program evaluation, inspection and violation reports where applicable, reflecting results of Office of Licensing inspections and/or reinspections of the agency;
5. Forms and other standard documents used to collect routine data on the agency and its program as part of its record of compliance with the Manual of Requirements;
6. Enforcement letters from the Office of Licensing requiring abatement of violations of the Manual of Requirements;
7. Correspondence to the adoption agency from the Attorney General;
8. Chronological lists of events about the agency on compliance and/or enforcement matters;
9. Completed complaint investigation reports, except for child abuse and/or neglect investigations or other information restricted by the requirements of the State Adoption Law or any other State laws; and

10. Any other documents, materials, reports and/or correspondence that would normally be included as part of the public record.

(c) The Office of Licensing shall keep confidential and not part of the public record the following:

1. Records, reports, or correspondence that pertain to child abuse and/or neglect investigations involving children placed or supervised by the agency that are restricted from public access under the requirements of the Child Abuse and Neglect Law;

2. Records, reports, correspondence or forms containing names and/or any other identifying information pertaining to children, birth parent(s), or adoptive parent(s) that are restricted from public access under the sealed records requirements of the State Adoption Law;

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